# CM/ECF
# CIVIL BRIEF
# ATTORNEY   TRAINING

### Docketing a Brief

1.      Log in to CM/ECF.  Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Civil** option on the **CM/ECF Main Menu Bar** (see Figure 1).
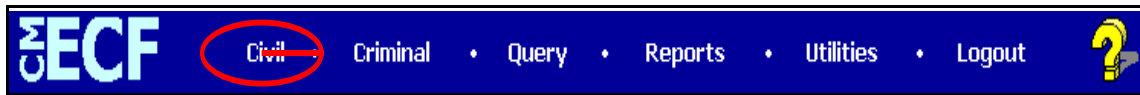


**Figure 1 - CM/ECF Main Menu bar**

2.      The system will display the **Civil Events** screen.  Click on **Other Documents** in the Other Filings section (see Figure 2).



**Figure 2 - Civil Events screen**

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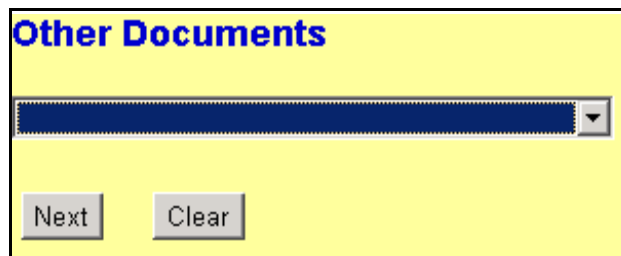3.      The system will display the **Other Documents** selection screen (see Figure 3).



**Figure 3 - Other Documents screen**

a.      Click the down-arrow at the right of the purple area, and the system will display a drop-down menu. The system will display a list of various types of other documents.  Move your mouse down the list to select **Brief** from the list.  Click on the word **Brief**. (see Figure 3a).
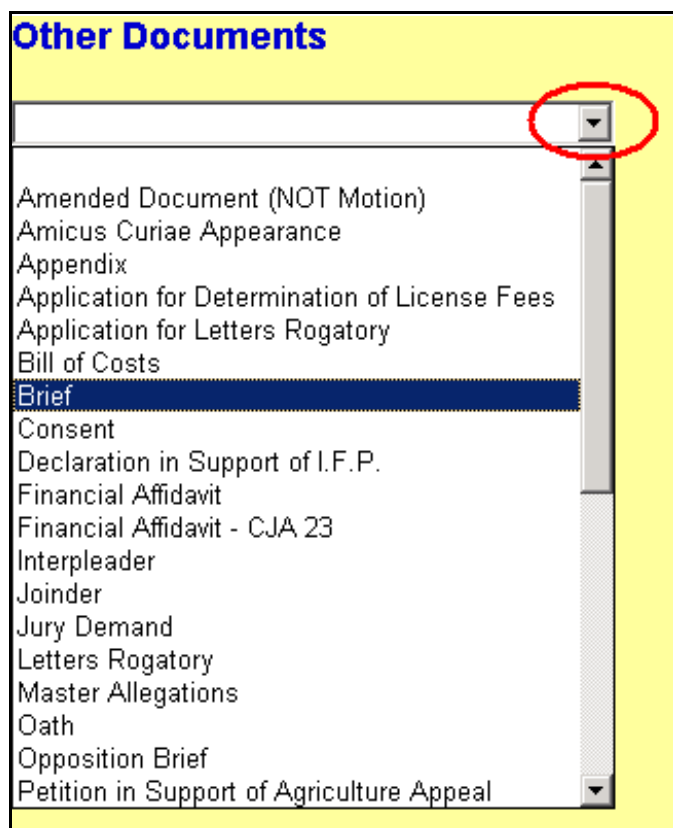


**Figure 3a - Other Documents drop-down menu**

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b.      Once the **Brief** event appears in the purple area next to the down-arrow (see Figure 3b), click the **[ Next ]** button to continue.
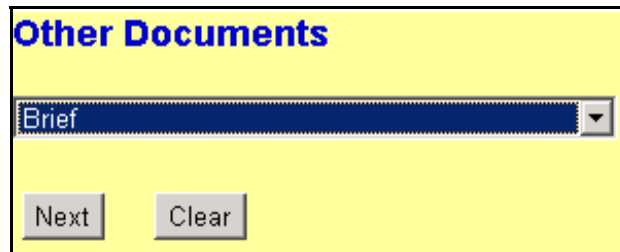


**Figure 3b - Brief selected**

4.      The system will display the **Case Number** screen.  Enter the case number in the **Case Number** box, using one of the formats displayed.  For example: **99-12345**, **1:99-cv-12345**, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**.  Click the **[ Next ]** button to continue (see Figure 4).
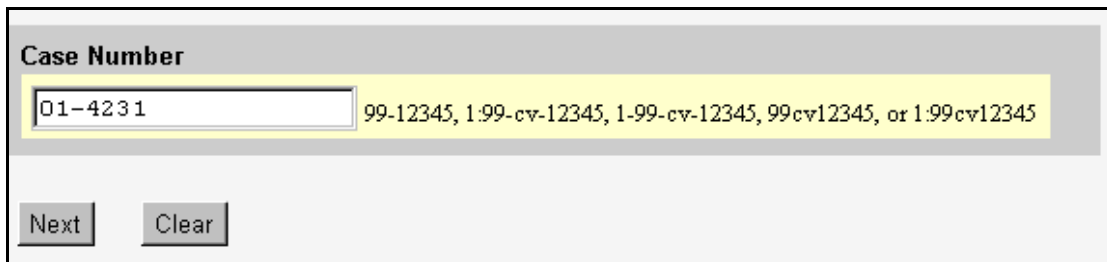


**Figure 4 - Case Number screen**

a.      If the case number entered is **not** a valid case number, the system will display the following message:
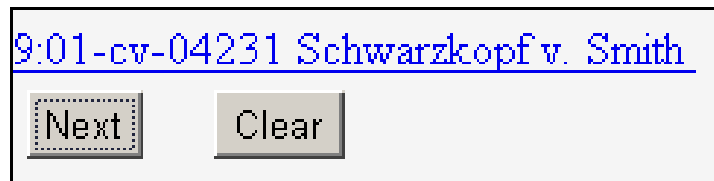
**1:yy-cv-nnnnn is not a valid case. Please enter a valid value.**

Click the **[ Back ]** button.  The system will return you to the **Case Number** screen.  Enter a valid case number, using one of the formats outlined in Step 4.

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5.      The system will display the **Case Number Verification** screen (see Figure 5).  The
        purpose of the **Case Number Verification** screen is for you to verify the case
        number entered in Step 4.



**Figure 5 - Case Number Verification screen**

        a.      If this is the correct case, click the **[Next]** button.

        b.      If this is **not** the correct case, you **must** return to the **Case Number** screen
                in Step 4.  To return to the **Case Number** screen, click the **Back** button of
                your browser until you reach the **Case Number** screen (see Figure 4 in
                Step 4).  Once you reach the **Case Number** screen, repeat Steps 4 and 5.

6.      The system will display the following message:
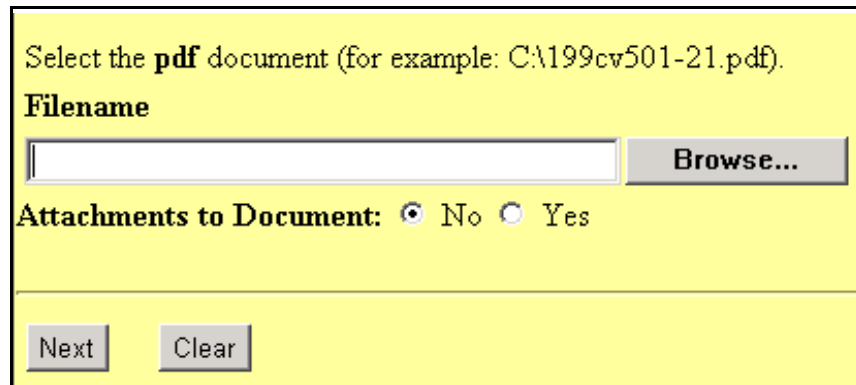
        **WARNING!**
        **DO NOT USE THIS EVENT TO DOCKET THE Appellants Brief, Appellees**
        **Brief, Appellants Reply Brief or Cross Appellants Brief.**

        a.      **Read this message carefully!**  If you are docketing an Appellants Brief,
                Appellees Brief, Appellants Reply Brief, or Cross Appellants Brief, abort
                this transaction by clicking the **Civil** option on the **CM/ECF Main Menu**
                **Bar**.  To docket any of the above-mentioned events, click on **Appeal**
                **Documents** in the Other Filings section of the **Civil Events screen**.

        b.      After reading and acknowledging this message, click the **[Next]** button to
                continue.

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7.      The system will display the **pdf document** screen.  The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 7).
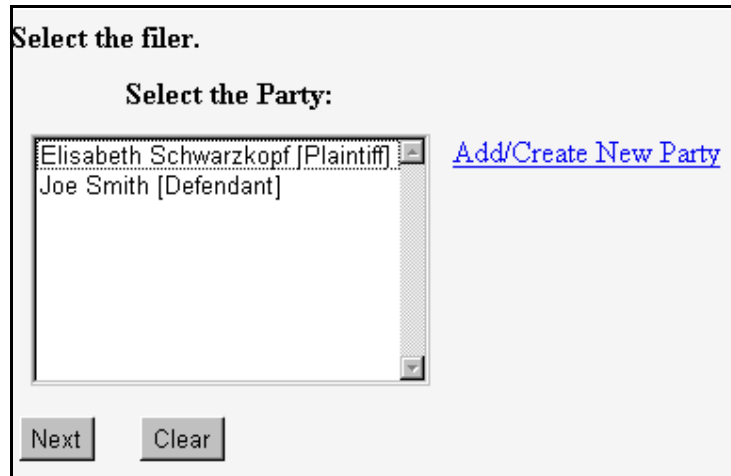


**Figure 7 - PDF Document Screen**

   a.      To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the **[ Browse... ]** button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**.  After attaching the PDF Document, click the **[ Next ]** button to continue.

8.      The system will display the **Party Selection** screen (see Figure 8).

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**Figure 8 - Party Selection screen**

    a.    A list of the parties in the case will be displayed for you to select the party(ies) who is filing the brief.  To select the party(ies) who is filing the brief, click on that party's name to highlight it, then click the **[Next]** button.

        **NOTE:** If the brief is being filed by more than one party, click on the first party to highlight it, find the second party in the list, then hold down the Control **<Ctrl>** key on your keyboard while you click on the second party's name to highlight it.  Repeat this process until all the parties who are filing the brief are selected.

9.    The system will display the **Refer to existing event(s)?** screen (see Figure 9). The **Refer to existing event(s)?** screen is used to link the document currently being docketed to a previously filed document. On the **Refer to existing event(s)?** screen will be displayed the following message **Select the Document to which this Brief relates to.**

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**Figure 9 - Refer to existing events  screen**

a.      If there is a document to link to the brief, then click on the check box next to the **Refer to existing event(s)?** prompt. Click the **[Next]** button and proceed to Step 10.

NOTE: You can limit the documents displayed by entering beginning and/or ending date(s) in the **Filed** date range fields, or by entering starting and/or ending number(s) in the **Documents** number range fields.  The documents linked to the brief  will then appear in the docket text.

b.      If there is no document to link to the brief, then leave the check box  next to the **Refer to existing event(s)?** prompt blank.  Click the **[Next]** button and proceed to Step 11.

10.     The system will display the **Document Selection** screen (see Figure 10).

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Select the appropriate event(s) to which your event relates:

☐ 09/21/2001  9   MOTION to Dismiss , MOTION for Summary Judgment by Elisabeth
Schwarzkopf . (Ledford, Kerry)

☐ 10/23/2001  13  MOTION to Compel disclosure of evidence, MOTION to Continue by Joe
Smith.(Ledford, Kerry). (Entered: 10/29/2001)

☐ 10/23/2001  14  MOTION to Compel, MOTION to Continue by Joe Smith.(Ledford, Kerry)
(Entered: 10/29/2001)

☐ 10/29/2001  16  MOTION to Compel by Joe Smith . (Wilson, Joe)

☐ 10/29/2001  17  MOTION to Continue by Joe Smith . (Wilson, Joe)

☐ 10/29/2001  18  MOTION to Compel , MOTION to Continue by Joe Smith . (Wilson, Joe)

☐ 10/26/2001  20  MOTION for Summary Judgment by Joe Smith.Responses due by 11/7/2001.
(Ledford, Kerry) (Entered: 10/29/2001)

[Next]    [Clear]

**Figure 10 - Document selection screen**

a.     A list of all the documents in the case will be displayed. To select a
document to which this brief relates, click in the check box at the far left of
the document, if it has not already been checked. When you have checked
the correct document, click the **[Next]** button to continue.

**NOTE:**  If the document number of the document is underlined and
highlighted in blue, it means that there is a pdf document associated with
that document.  To view the pdf document associated with that document,
click on the document number **nn**.   The system will then take you to the
**PACER Login** screen. Enter your **PACER Login** and **Password**. View the
document.  To return to the **Document  Selection** screen, Log out of
PACER.

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11.     The system will display the **Modify Docket Text** screen (see Figure 11).
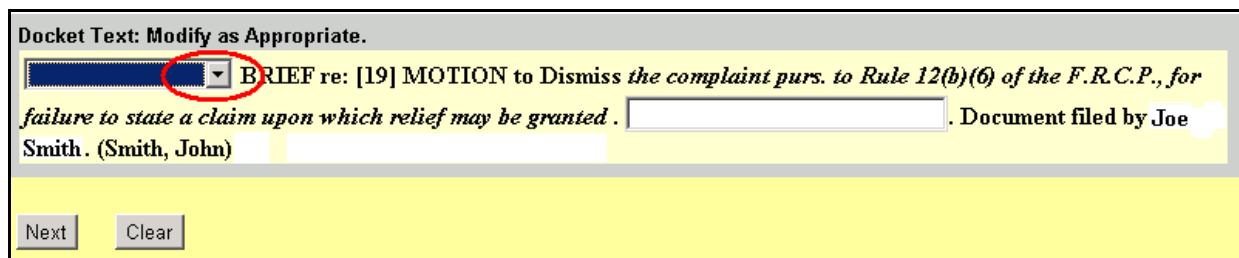
**Figure 11 - Modify Docket Text screen**

        a.      If the brief has a document prefix (e.g., **First**, **Second**, **Amended**, **Ex parte**, etc.), then click on the down arrow next to the first box. Highlight the prefix and click on the prefix to select it. If the brief does **not** have a document prefix, then leave the box blank.

        b.      If additional docket text need to be added to the brief, then insert the additional text in the second box next to the **Document filed by** text.

        c.      Thoroughly check the docket text for accuracy. Make sure that it reflects the correct document(s) and filer(s). If it does **not**, click your browser's **Back** button to correct any error.

        d.      Click the **[Next]** button to continue.

12.     The system will display the **Docket Text: Final Text** screen.  The docket text will be displayed.  The system will display the following message:

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

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**NOTE:  CHECK THE DOCKET TEXT CAREFULLY HERE.  THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CIVIL OPTION ON THE CM/ECF MAIN MENU BAR.**

When you click the **[ Next ]** button on this screen, you are submitting this transaction to the CM/ECF database.  If there is a mistake in the transaction, you will  **not**  be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the **[ Next ]** button to complete the docketing of this transaction.

13.   The system will display the **Notice of Electronic Filing** screen (see Figure 13). The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database.  It certifies that this is now an official court document.

      a.      To print a copy of this notice, click the browser **Print** icon.

      b.      To save a copy of this receipt, click the **File** option on the browser menu.

      **NOTE:**  When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction.  You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen.  For example, you can click on **Civil** or **Criminal** to file/docket another transaction.

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Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name:        Schwarzkopf v. Smith
Case Number:      0-01-04231-RB
Document Number: 19

Docket Text:
MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:R:/TRAINING/ECF/Docs_PDF/ECFdocs/Motion.PDF
Electronic document Stamp:
[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

**0-01-04231-RB Notice will be electronically mailed to:**

**0-01-04231-RB Notice will not be electronically mailed to:**

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

**Figure 13 - Notice of Electronic Filing screen**